

**SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**ATTACHMENT E**

**SMALL BUSINESS PLAN**

**CH2M HILL Mound, Inc.  
Prime Contractor**

**SMALL BUSINESS SUBCONTRACTING PLAN**

**Miamisburg Closure Project  
FY03**

**CONTRACT: DE-RP24-03OH20152**

## **PURPOSE**

This CH2M HILL Mound Inc. (CHM) Small Business Subcontracting Plan promotes, develops and implements a progressive small business (SB), small disadvantaged business (SDB), small woman-owned business (SWOB), HUB Zone small business (HUB Zone), veteran owned small business (VOSB), and service disabled veteran-owned small business (SDVSOB), collectively referred to herein as SB, subcontracting program that maximizes business opportunities for minority concerns to the extent practicable to meaningfully contribute to the MCP closure. The CHM partners have a long-standing commitment to the development and mentoring of small businesses, and we will continually strive to exceed federally established requirements for socio-economic programs and small business development.

## **STRATEGY FOR SMALL BUSINESS INVOLVEMENT**

A management philosophy of CHM is to be recognized as an industry leader in the incorporation and use of SB to gain overall project efficiency. Through various award winning and well recognized SB programs on other projects, the CHM team members have demonstrated an understanding of the value aspects of an integral SB involvement strategy. Consistent with DOE's vision and goals, diversity and commitment to small business subcontracting is a CHM management operating principle and a key element to our MCP closure strategy. Incorporating SB concerns into the MCP, we will deliver a competitive advantage over other organizations, both in the workplace and in the community. Through diversity in our SB subcontracting, we provide vital links to the local/regional community, increase our flexibility in meeting project goals and cost effectiveness, help strengthen the local economy, create new business opportunities, and represent best business practices.

CHM will afford SB maximum practical opportunity to compete for and furnish materials and services required for the accelerated MCP program that fall within the SB demonstrated capabilities. This will be accomplished through evaluations of SB capabilities against specific procurement requirements, as well as, through award of specific SB set aside contracts for goods and services. CHM will compile, maintain, and share small business source data with all team member organizations and their affiliates, our integrated subcontractors, and with other Mound contractors to enhance increased opportunities for known, qualified firms. Where practical, the MCP team will combine project requirements and create bidding opportunities for small businesses. Where appropriate, CHM will "unbundle" proposed acquisitions of supplies and services into reasonably small lots. This will permit offers on quantities less than the total requirement; and will ensure delivery schedules are established on a realistic basis to encourage small business participation to the extent consistent with the actual requirements of the Government.

## **SMALL BUSINESS REPORTING**

CHM requires each prospective contractor to submit a Representation and Certification form denoting their business size, classification, and status (SB, SDB, SWOB, HUBZone, VOSB, and SDVSOB). Prospective contractors are assigned a vendor code that includes their respective business size, classification, and status. Each CHM contract award includes a vendor code and monthly small business statistics are generated based on those codes.

CHM will measure awards to small businesses based on the total value of contracts placed during each fiscal year. CHM will report actual performance versus small business goals to DOE-Mound on a quarterly basis.

This subcontracting plan will clearly demonstrate goals and objectives that exceed the applicable requirement of Public Law 95-507, FAR Clause 52.219-9 entitled "Small Business Subcontracting Plan".

### **1. & 2. GOALS – PERCENTAGES AND DOLLARS [FAR 52.219-9 (d) (1) & (2)]**

CHM shall provide all materials, supplies, services and transportation necessary to perform the Statement of Work as a Prime Contractor to the U.S. Department of Energy, Mound. The following is based on fiscal year (FY) 2003 contract awards.

Total amount of planned subcontracting:	\$ 62,407,640
Percentage of total amount of planned subcontract	
Total planned for Small Business concerns:	\$ 38,692,737
Percentage of total amount subcontracted	62%
Total planned for Small Disadvantaged Business concerns:	\$ 7,488,917
Percentage of total amount subcontracted	12%
Total planned for Woman-Owned Small Business concerns:	\$ 6,240,764
Percentage of total amount subcontracted	10%
Total planned for Veteran-Owned Small Business concerns:	\$ 1,872,229
Percentage of total amount subcontracted	3%
Total planned for Service-Disabled Veteran Owned Small Business concerns:	\$ 1,872,229
Percentage of total amount subcontracted	3%
Total planned for HUB Zone Small Business concerns:	\$ 1,872,229
Percentage of total amount subcontracted	3%

### **3. POTENTIAL SUBCONTRACTING OPPORTUNITIES FOR SMALL BUSINESS FAR 52.219-9 (d) (3)**

Figure d.3 lists the principal categories of subcontracting opportunities that will be made available for small business concerns. The categories are for general work groupings only. As additional opportunities are identified, the list will be expanded and revised accordingly.

Figure d.3

Subcontracting Opportunities	Small Business	SDB	SWOB	HUBZone	VOSB	SDVOSB
Decontamination & Decommissioning	X	X				
Property Disposition	X	X				X
Health & Safety	X	X	X	X		
Regulatory Compliance	X	X	X			
Groundwater Monitoring	X			X		X
Environmental Remediation	X	X	X			
Hydro-geological assessments	X			X		X
Communications	X		X			
Records Management	X	X	X		X	X
Property Management	X	X	X		X	

#### 4. METHOD USED TO DEVELOP SMALL BUSINESS SUBCONTRACTING GOALS [FAR 52.219-9 (d) (4)]

Our goals are both realistic and attainable. To establish the subcontracting goals, CHM reviewed the forecast of probable acquisition needs for the MCP project and analyzed project estimates.

Goals were also developed based on:

- CHM team experience at various DOE sites across the complex
- CHM team experience on other major (non-DOE) projects
- Current outstanding small business contracting performance at Mound.

#### 5. METHODS USED TO IDENTIFY POTENTIAL SOURCES FOR SOLICITATION [FAR 52.219-9 (d) (5)]

CHM team members have won national recognition for their Small Business Program's because they go the extra mile in identifying potential sources of supply. As described in this Plan, CHM will employ a full time Small Business Program Manager who will actively manage the program and will assist managers in developing new sources of suppliers. Below are some of the key methods and resources we will use.

- Existing CHM team subcontractor source lists
- Existing relationships with local firms

- CHM sponsored trade fairs and conferences designed to attract additional small business sources
- Strengthened relationships with the local Small Business Administration office and business development offices, resulting in the identification of the best local sources available
- Local Chamber, Mound Small Business and Economic Development Office supplier lists
- U.S. Small Business Administration PRO-Net database
- Wright Patterson Air Force Base (WPAFB) Preferred Small Business Data Base
- Rocky Flats Small Business Data Base
- South Central Ohio Minority Business Council (SCOMBC)
- Ohio State Small Business division
- National Minority Purchasing Council Vendor Information Service
- The Research and Information Division of the Minority Business Development Agency in the Department of Commerce
- Procurement Technical Assistance Center (PTAC)
- National Contract Management Association (NCMA)
- National Association of Purchasing Management (NAPM)

#### **6. INDIRECT COSTS [FAR 52.219-9 (d) (6)]**

Indirect costs are not included in the goals under this subcontracting plan.

#### **7. ADMINISTRATOR OF SUBCONTRACTING PLAN: [FAR 52.219-9 (d) (7) ]**

The following individual has been named to administer this Subcontracting Plan:

Name: Monica S. Human  
 Title: Small Business Program Manager  
 Address: 1 Mount Road, MS OSE-214E  
 Miamisburg, Ohio 45343  
 Telephone: 937-865-4793

The Small Business Program Manager's specific duties as they relate to the firm's small business subcontracting program are as follows:

- a. Monitor subcontracting plan goal progress on a monthly basis and provide assessment reports to the DOE Mound Contracting Officer.
- b. Provide adequate and timely consideration of the potentialities of small business, small disadvantaged business, women-owned small business, HUB Zone small business, veteran owned small business, and service disabled veteran-owned small business concerns when working with CHM field personnel in determining "make-or-buy" decisions.
- c. Ensure, in the Project's acquisition of goods and services, that small business, small disadvantaged, woman-owned small business, HUB Zone small business, veteran owned small business and service-disabled veteran owned small business concerns are provided the maximum opportunity practicable to compete for subcontracted work and purchased

materials within the framework of the CHM contract.

- d. Maintain an effective outreach program by sponsoring and attending regional procurement conferences and trade fairs to locate additional qualified small businesses. Increase community awareness through participation in and attendance at community organization meetings (i.e. Chambers' of Commerce, South Central Ohio Minority Business Council (SCOMBC), vendor forums and symposiums, etc.) and direct small business solicitations. Ensure vendor accessibility to future subcontracting opportunities by monitoring and updating the external CHM Contracts and Procurement website.
- e. Interact with other Mound contractors and DOE Small Business Advocacy Offices. Participate in the South Central Ohio Minority Business Council and advise the Council on CHM small business set-aside procurements.
- f. Ensure the establishment and maintenance of records of the total dollar value of solicitations and awards to small business, small disadvantaged business, woman-owned small business, HUB Zone small business, veteran owned small business and service disabled veteran-owned small business concerns, and total solicitations and awards.
- g. Prepare and submit semi-annual reports (SF294 & SF295) as required by FAR 52.219-9 on direct procurements to the DOE-Mound Contracting Officer.

#### **8. EQUITABLE OPPORTUNITY [[FAR 52.219-9 (d) (8)]]**

Other efforts that will be conducted to assure that small business concerns have an equitable opportunity to compete for subcontracts include:

- a. Compile solicitations to facilitate small business participation in subcontracting opportunities. Assure small business concerns have an equitable opportunity to complete for subcontracts.
- b. Working with CHM team and local/regional SB advocate organizations, develop and maintain a comprehensive source list of small business, small disadvantaged business, woman-owned small business, HUBZone small business, veteran owned, and service disabled veteran-owned small business concerns for use by the projects in supporting preparation of site bidders lists for solicitations of goods and services.
- c. Participate, or ensure participation of company representatives in small business, small disadvantaged business, woman-owned small business, HUB Zone small business, and service-disabled veteran-owned small business trade associations, seminars, business opportunity workshops, and outreach programs.
- d. Conduct workshops and training programs to ensure that internal buyers are familiar with small business policies established in the prime contract, as well as externally, small businesses are familiar with doing business with MCP.
- e. Strengthen relationships with small business and procurement trade associations and local/regional business development organizations.
- f. Establish Small Business Advisory Council with Miamisburg and Southern Ohio Advocacy groups to identify and assist small businesses in qualifying for MCP work.



- g. Host an Entrepreneurial Expo/Vendor Fair to showcase the MCP project and establish the foundation for a network of economic opportunity for small businesses. (First regional planning session held September 11, 2002.)

#### **9. FEDERAL FLOWDOWN COMMITMENT [[FAR 52.219-9 (d) (9)]]**

CHM will include the flowdown requirements of FAR 52.219-9 (9) entitled "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$500,000 (\$1,000,000 for construction) to adopt a plan similar to the plan that complies with the requirements of this clause.

#### **10. REPORTING [[FAR 52.219-9 (d) (10)]]**

CHM will:

- (i) Cooperate in any studies or surveys or submission of reports as may be required by the U.S. Department of Energy or the U.S. Small Business Administration,
- (ii) Submit periodic reports so that the government can determine the extent of compliance by CHM with this subcontracting plan
- (iii) Submit Standard Form 294 *Subcontracting Report for Individual Contracts*, Standard Form 295 *Summary Subcontract Report*, and Optional Form 312 *Small Disadvantaged Business Participation Report*, and
- (iv) Ensure that our subcontractors agree to submit Standard Forms 294 and 295 as required.

#### **11. RECORDS FAR 52.219-9 (d) (11)]**

The types of records that will be maintained to demonstrate the procedures adopted to ensure compliance with the requirements and goals of this Subcontracting Plan include:

- (i) Source lists (e.g., PRO-Net), guides, and other data that identify small business, service-disabled veteran owned small business, veteran owned small business, HUBZone small business, small disadvantaged business, and women-owned small businesses concerns;
- (ii) Organizations contacted in an attempt to locate sources that are small businesses, service-disabled veteran-owned small business, veteran owned small business, HUBZone small business, small disadvantaged business, or women-owned small business concerns;
- (iii) Records on each subcontract solicitation resulting in an award of more than \$100,000 indicating:
  - Whether small business concerns were solicited and, if not, why not;
  - Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;



- Whether veteran-owned small business concerns were solicited and, if not, why not;
  - Whether HUBZone small business concerns were solicited and, if not, why not;
  - Whether small disadvantaged business concerns were solicited and, if not, why not;
  - Whether women-owned small business concerns were solicited and, if not, why not;
  - If applicable, the reason award was not made to a small business concern.
- (iv) Records of any outreach efforts to contact
- Trade associations
  - Business Development organizations
  - Conferences and trade fairs to locate small, service-disabled, veteran, HUBZone, small disadvantaged, and women-owned small business, and
  - Veteran and service-disabled service organizations
- (v) Records of internal guidance and encouragement provided to buyers through
- Workshops, seminars, training, etc. and
  - Monitoring performance to evaluate compliance with the program's requirements.
- (vi) On a contract-by-contract basis, records to support award data submitted by the offeror to the government, including the name, address, and business size of each subcontractor.

## 12. PLAN IMPLEMENTATION FAR 52.219-9 (e)

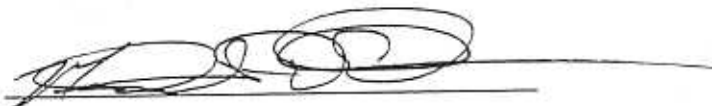
CHM will perform the following functions to effectively implement this plan to the extent consistent with efficient contract performance:

- (i) Assist SB concerns by arranging solicitations, time for preparation of bids, quantities, specifications and delivery schedules so as to facilitate the participation by such concerns. CHM will make reasonable efforts to give as many small business concerns as possible an opportunity to compete over a period of time.
- (ii) Provide adequate and timely consideration for use of SB concerns when deciding if CHM should perform the work or procure it from another source.
- (iii) Counsel and discuss subcontracting opportunities with representatives of SB concerns.
- (iv) CHM will require and rely upon the subcontractor's business size certification for small business, women-owned small business, and veteran and service-disabled veteran owned small business concerns. HUBZone small business and small disadvantaged business status will be verified by receipt of a SBA certification document or by accessing the list of certified HUBZone small businesses and small disadvantaged businesses maintained by the SBA. Notice will be provided to subcontractors concerning penalties and remedies for misrepresentation of

business status. Independent investigation to verify a firm's business size status will be considered, as CHM deems necessary.

**SUBMITTED BY:**

Signature:



Typed Name:

Michael D. Ebben

Title:

Vice President, CFO CH2M HILL Mound, Inc.

Date:

September 20, 2002

**PLAN ACCEPTED BY:**

Signature:

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Typed Name:

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Title:

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Date:

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MEMP\_1401 MCP SMALL BUSINESS PARTICIPATION TO ACCOMPLISH PROJECT REQUIREMENTS

Category	Relationship to Prime	Contract Type	SOW Paragraph	Scope of Work	Level of Complexity	Term	Value (\$000)
SDB/SB	Subcontractor	FFP	C.2.1.1.1	Demolition/decontamination of contaminated structures	High	Closure	3.0
SDB/SB	Subcontractor	FFP	C.2.1.1.2	Property Disposition	Low	Closure	1.5
SDVOSB	Existing Subcontractor	T&M	C.2.1.1.3	Maintenance	Medium	Closure	0.5
SDB/SB	Subcontractor	FFP	C.2.1.1.5	Physical Demolition	High	24 mos.	8.0
SWOB/SDB	Subcontractor	FFP	C.2.1.1.6	End State – revegetation	Low	6 mos.	1.0
SDB/SB/HUBZone	Existing Subcontractor	FFP	C.2.1.2.2	Property Disposition	Low	Closure	0.5
SB	Subcontractor	FFP	C.2.1.2.3	Facility Transfer	Low	Closure	0.1
SB/VOSB	Subcontractor	T&M	C.2.2.1.0	Operations & Maintenance	Medium	Closure	4.3
SWOB/SDB	Subcontractor	FUR	C.2.3.0.0	Environmental Remediation	High	Closure	0.7
SDVOSB/HUB	Existing Subcontractor	T&M	C.2.3.2	Groundwater monitoring and analysis	Medium	24 mos.	1.4
SB/SWOB	Subcontractor	T&M	C.2.3.5	Site Reclamation	Medium	Closure	2.2
SWOB/SDB	Existing Subcontractor	FFP	C.3.0.0	Waste Management Services	Low	24 mos.	0.2
HUB/SDB	Subcontractor	FFP	C.4.1.7	Project Management	Low	Closure	0.5
VOSB	Existing Subcontractor	FFP	C.4.3.0.1	ES&H Occupational Medicine	Low	Closure	1.0
SB/VOSB/SDVOSB	Existing Subcontractor	FFP	C.4.3.0.2	Bioassay	Low	Closure	0.7
SWOB	Subcontractor	FFP	C.4.3.0.4	ES&H Audits	Low	Closure	0.2
HUBZone	Subcontractor	FFP	C.4.3.0.6	IS&H	Low	Closure	0.3
SB	Subcontractor	FFP	C.4.3.0.7	ES&H Admin Support	Low	Closure	0.6
SB/SWOB/SDB	Existing Subcontractor	T&M	C.4.3.0.8	Environmental Compliance/Monitoring	High	Closure	2.0
SB	Subcontractor	FFP	C.4.3.0.9	Rad Instrument Upgrades	Medium	Closure	0.5
SDB / SB	Existing Subcontractor	FFP	C.4.2.1	Records Management	Low	Closure	0.9
SWOB	Subcontractor	FFP	C.4.5.3.1	Communications	Low	Closure	5.0